



National Archives and Records Administration

PACIFIC REGION

24000 AVILA ROAD, 1ST FLOOR-EAST ENTRANCE

LAGUNA NIGUEL, CALIFORNIA 92677-3497

www.archives.gov/pacific/laguna

Dear Colleague:

Thank you for your interest in the National Archives summer workshop for educators, *Primarily Teaching* 2006.

Primarily Teaching provides a varied program of lectures, demonstrations, analysis of documents, independent research, and group work that introduces teachers to the holdings and organization of the National Archives. Participants will learn how to do research in historical records, create classroom material from records, and present documents in ways that sharpen students' skills and enthusiasm for history, social studies, and the humanities. Each participant will select and research a specific topic using the records of the National Archives, and develop a teaching unit that can be presented in his or her own classroom.

At the start of the workshop, we will orient you to the resources of the National Archives and to using them in the classroom. The focus will be the research and development of teaching materials around a subject of interest to you and the design of a professional workshop for classroom teachers. Upon receipt of your application, \$100.00 registration fee, and topic selection sheet, we will contact you with further information. Participants are responsible for their own food, housing, and travel arrangements.

The workshop will be held at:

NARA's Pacific Region
(Laguna Niguel)
2400 Avila Road
1st Floor, East Entrance
Laguna Niguel, CA 92677

July 10-14, 2006

National Archives &
Records Administration
700 Pennsylvania Avenue,
NW Room G-9
Washington, DC 20408

June 21-30, 2006

Dwight D. Eisenhower
Presidential Library & Museum
200 Southeast 4th Street
Abilene, KS 67410

July 17-21, 2006

The daily programs begin at 9:00 a.m. and usually adjourn by 4:00 p.m. Graduate credit will be available to participants in this workshop through George Mason University. Participants can earn three credit hours in either history or education. The university's tuition fees are \$500 for Virginia residents or \$750 for non-residents.

Primarily Teaching is designed to assist you in developing teaching materials from the resources of the National Archives. Each participant is required to select a specific topic in American history. The following facts about the organization of the National Archives and its holdings may help you select your topic.

- The National Archives preserves and makes available to the public the permanently valuable records of the U.S. Government, through offices in the Washington, DC area, Regional Archives and Presidential Libraries. The Regional Archives in Laguna Niguel holds records created by Federal field offices in Arizona, southern California and Clark County, Nevada. These include records of the District Courts, Bureau of Indian Affairs, National Parks Service, Eleventh Naval

District, the Forest Service and many more agencies. The Eisenhower library holds records created by the Eisenhower Administration and people closely associated with the Administration

- The National Archives holds records relating primarily to the operations of the Federal government, its employees, litigants, and petitioners. In considering a topic, you must ask yourself what the involvement was of the Federal government. If there is none, we will not hold records on it. For example, we will not have records on the French and Indian wars since they predate the Federal government. We will not have John T. Scopes' personal papers, or transcripts of the "Monkey Trial" since he violated Tennessee law, not Federal law.
- Our records are organized by the agency that created them, not under subject/author categories. For example, the single richest source for American Indian history is the Bureau of Indian Affairs, Record Group 75, but at least 50 other agencies created or received records pertaining to Indian history. You will find this material in the records of each agency, not in a composite collection labeled "Indians" or "Native Americans."
- The records created by these Federal agencies are frequently large - thousands of cubic feet - and were not originally created for research purposes. It is, therefore, important that a topic be as specific as possible. "Indian removal" is not very helpful; "records of the commission appointed to investigate reports of frauds in the sale of Creek lands in the 1830s" would help an archivist locate what you want in the 16,329 feet of records contained in RG 75 alone.

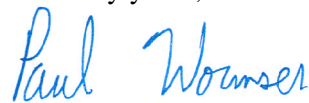
Thorough preliminary research in Archives finding aids combined with careful examination of secondary sources is essential preparation for this course. *The Guide to the National Archives of the United States* (<http://www.archives.gov/research/guide-fed-records>) and other topical finding aids are the most useful references to the full range of materials Federal records held by the National Archives as well as to the specific citations needed by archivists to expeditiously handle your requests. They are available at most university libraries or ERIC centers and online from the National Archives Web (<http://www.archives.gov>) site. Close reading of secondary sources for specific names, dates, and references to correspondence or reports will also help immeasurably.

You may wish to do some advance research in National Archives materials by exploring the ARC database (<http://arcweb.archives.gov>). The *Guide to the Holdings of the National Archives – Pacific Region, Laguna Niguel* (<http://www.archives.gov/pacific/laguna/finding-aids/holdings.html>) includes additional information about the records specific to Laguna Niguel. Finally, the guide *Historical Materials in the Dwight D. Eisenhower Library* can be found at <http://www.eisenhower.utexas.edu/loh2.htm>.

Every bit of advanced research you can manage will free workshop time for the time-consuming process of searching the records and will enable you to use your time most effectively and enjoyably.

Should you have further questions about the workshop or topic selection, please e-mail us at education@nara.gov.

Sincerely yours,



PAUL WORMSER
Regional Archives Director

Primarily Teaching
Application

Name _____

Position _____

Workplace name _____

Workplace address _____

Phone number _____

E-mail Address _____

Would you like information on housing? yes ____ no ____

Would you like a copy of topics researched by former participants in Primarily Teaching?
yes ____ no ____

Do you have a friend who would like information about this workshop? Please share his/her
name and address with us:

Primarily Teaching
Application Instructions

Workshop dates:

- The National Archives in Laguna Niguel, CA, **July 10-14, 2006**
- The National Archives in Washington, DC, **June 21-30, 2006**
- The Dwight D. Eisenhower Library in Abilene, KS, **July 17-21, 2006**

Please make your \$100 check payable to:

Cashier, National Archives Trust Fund Board

Mail your check, application, and topic selection sheet to one of the following addresses:

Primarily Teaching Staff NARA's Pacific Region (Laguna Niguel) 24000 Avila Road Laguna Niguel, CA 92677	Primarily Teaching Staff National Archives & Records Administration 700 Pennsylvania Avenue, NW Room G-9 Washington, DC 20408	Primarily Teaching Staff Dwight D. Eisenhower Presidential Library & Museum 200 Southeast 4th Street Abilene, KS 67410
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We need to receive the check, application, and topic selection to confirm your reservation. No refunds are made for cancellations after May 1, 2006.

*Primarily Teaching
Topic Selection Sheet*

Name _____

Mailing Address _____

Daytime Telephone _____

E-mail Address _____

1. Keeping the guidelines of the letter in mind, identify a topic of interest to you. Describe the topic in some detail, using an additional sheet if necessary.
2. Indicate what sources you have already examined and those you expect to be able to study before June 21.
3. What federal agencies' records do you wish to focus on in your research?

Please return this form at your earliest convenience to one of the following addresses:

Primarily Teaching Staff NARA's Pacific Region (Laguna Niguel) 24000 Avila Road Laguna Niguel, CA 92677	Primarily Teaching Staff National Archives & Records Administration 700 Pennsylvania Avenue, NW Room G-9 Washington, DC 20408	Primarily Teaching Staff Dwight D. Eisenhower Presidential Library & Museum 200 Southeast 4th Street Abilene, KS 67410
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Primarily Teaching
A Summer Workshop for Educators on
Using Historical Documents in the Classroom

Presented by staff of the National Archives and Records Administration:

- The National Archives in Laguna Niguel, CA, **July 10-14, 2006**
- The National Archives in Washington, DC, **June 21-30, 2006**
- The Dwight D. Eisenhower Library in Abilene, KS, **July 17-21, 2006**

What is the National Archives and Records Administration?

The National Archives and Records Administration preserves and makes available to the public the permanently valuable records of the U.S. Government. In addition to the Declaration of Independence, the Constitution, and the Bill of Rights, the National Archives of the United States holds millions of documents, maps, drawings, photographs, films, sound recordings, and computer tapes that document the American experience of government from 1774 to the present. The National Archives comprises the richest record of America's past in the nation. And all of this material is available to teachers.

What will Primarily Teaching offer teachers?

This workshop provides a varied program of lectures, demonstrations, analysis of documents, independent research, and group work that introduces teachers to the holdings and organization of the National Archives. Participants will learn how to do research in historical records, create classroom material from records, and present documents in ways that sharpen students' skills and enthusiasm for history, social studies, and the humanities. Each participant will select and research a specific topic using the records of the National Archives, and develop a teaching unit that can be presented in his or her own classroom.

Who should attend?

Primarily Teaching is geared toward teachers of history, geography, government, civics, sociology, psychology, economics, American studies, literature, and the humanities from upper elementary through college levels. Librarians, media specialists, archivists, and museum educators may also find it useful to their work. **Primarily Teaching** demonstrates secondary education strategies, but educators at all levels can easily adapt them to their particular needs.

What does the workshop cost?

The fee for each of the workshops is \$100, which includes all materials.

Can I earn credit for attending?

Graduate credit will be available to participants in this workshop through George Mason University. Participants can earn three credit hours in either history or education. The university's tuition fees are \$500 for Virginia residents or \$750 for non-residents.

Some comments from past participants:

"I am a critical audience who is always second-guessing the instructor in courses I take, but if each teacher of social studies took this . . . , the teaching and learning of history in this country would be utterly transformed."

"This is the BEST, most VALUABLE class I have ever taken. My vocabulary is insufficient to describe it properly. Thank you!"

"I would highly recommend this workshop to anyone with an interest in research and/or the social studies. There is no better way to earn 3 graduate hours! I hope to come back and do much more work here."

"I gained the confidence and knowledge and information to do my own research in the future."

"An energizing academic experience."

"I thoroughly enjoyed the excitement of discovery. Many thanks to all those who supported us in many ways."

"A wealth of information and documents that will be incorporated in my teaching units."

"I have a renewed sense of enthusiasm for beginning yet another school year."

How do I apply?

Complete the enclosed application, which is also available from our web site (<http://www.archives.gov/education/primarily-teaching/application.html>). Enrollment is limited to 20 persons at the DC session, and 10 persons at the Abilene and Laguna Niguel sessions.

Completed applications are due no later than 6 weeks before the workshop.